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**MEMORANDUM**

**PERSONNEL MEMO 96-13**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Executives

**FROM:** Robert S. Peters  
Secretary

*RSP*

**SUBJECT: POLICY FOR STATE GOVERNMENT OFFICES  
DURING INCLEMENT WEATHER**

Attached is the policy for state government offices during inclement weather. It is the responsibility of each Appointing Authority to distribute this policy to all employees.

RSP/cw

attachment

## **POLICY FOR STATE GOVERNMENT OFFICES DURING INCLEMENT WEATHER**

The normal working hours for employees in State Government Offices are 8:00 a.m. to 4:30 p.m., prevailing local time, Mondays through Fridays. Employees who work in 24 hour facilities such as parks, hospitals, prisons or residential facilities and employees who work in law enforcement, disaster and emergency services and on highway crews are the standard exception to the normal working hours policy. Appointing Authorities are authorized to approve flexible schedules when necessary to promote efficiency or provide reasonable accommodation.

It is the policy of State Government that state offices will remain open and that the working hours of state employees will not be altered due to weather conditions. When weather conditions prevent an employee from reporting to work at the normal time, or when an employee decides not to report for work or to leave work early due to weather conditions, supervisors are strongly encouraged to allow the employee to use accumulated annual or compensatory leave time for the late arrival, early departure or missed work day.

In the extraordinary circumstance that the governor, in consultation with the State Police, determines that state government offices should be closed in a particular county or in designated counties due to a weather-related emergency, employees, other than those who work in 24 hour facilities or who are emergency employees, shall be excused from work without loss of pay or leave time. Employees who are required to work on an emergency basis or in 24 hour facilities in counties where state offices have otherwise been closed shall be granted compensatory time, on an hour for hour basis from the time they report for work until the time they are excused from work. Employees who work hours in excess of forty in a work week and who are not exempt under the Fair Labor Standards Act will continue to receive overtime pay at the rate of time and a half for those hours. Notice of the closing of state offices in the particular county or counties will be given to the local media for broadcast to the general public.

It is the responsibility of each Agency Head to insure that this memorandum is brought to the attention of all employees and to insure that persons designated as emergency employees are notified of that designation.